# Automated Leave Yearend LYE Processing (for 2008)

Leave Yearend processing (for the 2008 leave year) has been completed. Employees can view adjustments made as a result of LYE processing in ESS by clicking on "View Leave Balances" for pay period 26/2008. The "Report of Current Leave Balances" in SAP for pay period 26/2008 also reflects the LYE adjustments. *The centrally printed pay statement for pay period 26/2008 issued 01/23/2009, will not reflect the leave year end balances as a result of LYE processing because the PP 26 payroll was processed prior to LYE processing.* **The centrally printed pay statements for pay period 01/2009 to be issued 02/06/2009 will reflect leave balances as a result of LYE processing, along with any other changes that occurred during pay period 01/2009***.*

The leave reports in SAP for pay period 26/2008, currently reflect the changes made by State Payroll as a result of 2008 LYE processing. The user name that will appear on the "Quota Corrections Report" for pay period 26/2008 is: "JHARLEY01". DO NOT MAKE ANY CHANGES TO THE QUOTA CORRECTIONS CREATED BY "JHARLEY01".

**Process Overview:**
The automated process to remove Annual and/or Converted Sick leave over 320 hours created quota corrections on 01/21/2009. A brief explanation of the quota corrections and their assigned effective dates are indicated below.

- 12/27/2008 is the effective date used to delete Annual and/or Converted Sick leave over 320 hours for departments that opted to not automatically place hours that are lost in the department leave bank during LYE processing. (The departments using this option are: 020, 050, 065, 110, 140, 170, 180, 200, 290, 300, 560, 590, 670 and 730)

- 12/28/2008 is the effective date used to delete Annual and/or Converted Sick leave over 320 for departments that opted to place the Annual leave that was forfeited by employees in the departments leave bank automatically during LYE processing. (The departments using this option are: 030, 060, 080, 090, 100, 120, 130, 190, 270, 400, 410, 430, 450, 480, 550, 570, 600, 650, 660, 680, 690, 700, 710 and 810)

The automated process to convert Sick leave created quota corrections on 01/22/2009.

- 12/29/2008 is the effective date used to reduce Sick and increase Converted Sick and/or Annual.

**Entry of Quota Corrections to convert Sick leave:**
Payroll staff may enter quota corrections for employees who did not convert Sick leave because of errors with the leave record, using the "Quota Overview" screen in SAP. Employees may elect to convert all or a portion of the hours they are eligible to convert. **PLEASE USE AN EFFECTIVE DATE OF 01/10/2009 OR LATER FOR ANY QUOTA CORRECTIONS**.

1. Determine the number of hours the employee is ELIGIBLE to convert.
2. Next, determine WHERE the hours the employee can convert will be placed:
   a. Run the "Report of Current Leave Balances" for the employee for pay period 26/2008 and calculate the combined "Ending Balance" total for CONV SICK (93) + PRE 06 CONV SICK (83).
   b. If the combined total of CONV SICK (93) + PRE 06 CONV SICK (83) = 320 hours, the hours must be converted to ANNUAL (91).
   c. Do the hours the employee is eligible to convert + the combined total of CONV SICK (93) and PRE 06 CONV (83) exceed the 320 hour maximum?
   d. If No, add the hours to CONV SICK (93)
   e. If Yes, determine the amount of hours it will take to get the employee to the combined 320 hour maximum of CONV SICK (93) + PRE 06 CONV SICK (83), add the remainder to ANNUAL (91).
3. Enter a quota correction to "Reduce generated entitlement" for absence quota type "92" Sick leave.
4. Enter a quota correction to "Increase generated entitlement" for absence quota type "93" CONV SICK and/or "91" ANNUAL (if the combined CONV SICK (93) and PRE 06 CONV SICK (83) total is 320 hours).

**Entry of Quota Corrections to <u>reverse</u> the Sick conversion:**
Payroll staff may enter quota corrections to reverse the Sick conversion if any employee did not want to convert Sick leave (based on information listed on the LYE Converted Sick Processing Report) using the "Quota Overview" screen in SAP. **<u>The deadline for employees to notify their payroll representative that they did not want to convert Sick leave and would like it reversed is 02/28/2009</u>**.

1. Enter a quota correction to "Reduce generated entitlement" for the Converted Sick (93) and/or Annual (91) based on where the hours were converted.
2. Enter a quota correction to "Increase generated entitlement" for the Sick (92).

**Reports – After Leave Year End Processing:**
There are four reports in the "Reports – After Leave Year End Processing" folder in SAP that departments should run to report on leave yearend processing (for the 2008 leave year). These reports are available to SAP Users with the "Time Entry Operator", "Payroll Coordinator" or "Payroll Monitor" roles. The data listed on these reports will not change until next year during leave year-end processing, regardless of any changes that are made to an employee's record this year.

1. The "LYE Leave Summary By Employee Report" displays the "Year Beginning Balance" for 2008 as of 01/12/2008, as well as the "Ending Balance" for each leave category as of 01/09/2009. The leave accrual amounts are reflected in the "YTD Leave Accrued" column. Quota corrections (including Sick hours that were converted) are indicated in the "Positive Adjustment" and/or "Negative Adjustment" columns. Annual and/or Converted Sick hours that were deleted over the 320 hour maximum are reflected in the "Negative Adjustment" column. Leave used during the year is displayed in the "YTD Leave Used" column. Leave paid down (or paid out) is displayed in the "YTD Leave Paid Down" column. Comp Time hours lost by FLSA Exempt employees at the end of the overtime year are also displayed along with the pay period for the overtime year.

    **DEPARTMENTS MUST DISTRIBUTE A COPY OF THIS REPORT TO ALL EMPLOYEES WHO ARE ELIGIBLE FOR LEAVE BENEFITS.** Each employee is expected to review the report, and if no discrepancy exists, certify the information listed on the report is true and correct, then sign the form and return as requested to agency management for placement in the employee's official personnel file. Discrepancies may be noted directly on the report and addressed with the agency payroll representative. <u>Once the employee signs the report for 2008, all balances are final and will not be adjusted</u>.

    *This report was revised and now includes Comp Time hours lost by FLSA Exempt employees at the end of the overtime year (along with the pay period for the overtime year). The "YTD Leave Used" and "YTD Leave Paid Down" hours have been separated into individual columns.*

2. The "LYE Ann/ConvSick Deleted Over320 Hrs Report" displays employees with Annual and/or Converted Sick leave hours that were deleted because the employee's Annual and/or Converted Sick leave balance was over the 320 hour maximum at leave yearend. This report will contain no data if there were no employees who were over 320 in Annual and/or Converted Sick.

3. The "LYE Converted Sick Processing Report" shows employees who had Sick leave that converted to either Converted Sick and/or Annual leave. This report will have no data if there were no employees eligible to convert Sick leave. Employees who requested to "Opt Out" of the Sick conversion process are not included on this report.

4. The "Beginning Leave Balances Report" displays the beginning balances by leave type for each employee for the 2009 leave year (which began 01/10/2009). Pre 2006 Sick and Pre 2006 Converted Sick leave balances are also included on this report.

If you have any questions about how to make the adjustments or run the leave reports, please contact the State Payroll Help Desk at 801-538-3056, or you may contact Crisanta Gwilliam at 801-538-3125.